horizontal line

**Bank Authorization Letter to Claim**

**[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]  
[Date]**

**[Bank Manager's Name or Title]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]**

Subject: Authorization to Claim on My Behalf

Dear [Bank Manager's Name or Title],

I, [Your Full Name], holding an account in your bank with account number [Your Account Number], hereby authorize [Authorized Person's Name], who holds an identification number [ID Number] and whose signature appears below, to claim on my behalf the following:

* [Specify the items to be claimed, e.g., cash cheque, specific documents, funds from a transaction]

This authorization is effective from [Start Date] to [End Date]. Please allow [Authorized Person's Name] to perform the necessary transactions associated with the claiming process. For identification purposes, [he/she] will present [his/her] valid photo ID (details mentioned above), along with this authorization letter.

I trust that this letter will suffice to authorize [Authorized Person's Name] to claim the above-mentioned items without any restrictions. Should you require any further verification or discussion, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for your ongoing service.

Yours sincerely,

**[Your Signature]  
[Your Full Name]**

**Authorized Person's Signature:  
[Authorized Person's Signature]  
[Authorized Person's Full Name]**